

Mission

The purpose of the Register of Deeds is to provide to the citizens of Waukesha County:

- 1) A depository for safekeeping and public inspection of all legal documents pertaining to Real Estate, Vital Statistics and Uniform Commercial Code.
- 2) Analyze and create accurate ownership and descriptions of parcels in Waukesha County to aid assessors in local municipalities.

Financial Summary	2004	2005	2005	2006	Change From 2005	
	Actual	Adopted Budget	Estimate	Budget	Adopted Budget	
					\$	%
Personnel Costs	\$1,212,732	\$1,323,596	\$1,317,742	\$1,394,018	\$70,422	5.3%
Operating Expenses(a)	\$85,810	\$104,472	\$105,972	\$117,636	\$13,164	12.6%
Interdept. Charges	\$392,776	\$444,340	\$406,990	\$406,002	(\$38,338)	-8.6%
Fixed Assets	\$16,638	\$0	\$110,520	\$0	\$0	N/A
Total Expenditures	\$1,707,956	\$1,872,408	\$1,941,224	\$1,917,656	\$45,248	2.4%
General Government	\$0	\$0	\$0	\$0	\$0	N/A
Fine/Licenses	\$0	\$0	\$0	\$0	\$0	N/A
Charges for Service	\$3,608,754	\$3,007,982	\$3,199,700	\$3,242,400	\$234,418	7.8%
Interdepartmental	\$0	\$0	\$0	\$0	\$0	N/A
Other Revenue	\$0	\$0	\$0	\$0	\$0	N/A
Appr. Fund Balance	\$145,500	\$0	\$113,037	\$0	\$0	N/A
Total Revenues	\$3,754,254	\$3,007,982	\$3,312,737	\$3,242,400	\$234,418	7.8%
Tax Levy	(\$908,582)	(\$1,135,574)	(\$1,135,574)	(\$1,324,744)	(\$189,170)	-16.7%
Exp. (Over) Under Rev. & Levy (b)	\$1,137,716	-	\$235,939	-	-	-

Position Summary (FTE)

Regular Positions	27.00	27.00	27.00	27.00	0.00
Extra Help	1.10	1.10	1.10	1.10	0.00
Overtime	0.12	0.12	0.12	0.12	0.00
Total	28.22	28.22	28.22	28.22	0.00

- (a) The 2005 estimate exceeds the 2005 budget to include additional expenditure authority approved through ordinance and carried over through open purchase order from 2004.
- (b) The Tax Levy credit amount, that is revenues in excess of expenditures, is used to reduce tax levy funding for other general government operations.

Departmental Strategic Objectives**Manage Resources With Fiscal Prudence**

1. Work with DOA and other departments on countywide cashiering solution (Critical Issue 1, Goal 1.3) (4th quarter 2006).
2. Begin work to find a replacement Tract Index system to reduce dependence/costs associated with current in-house developed system. The proposed system will integrate seamlessly with the replacement cashiering system referenced above, as well as the new tax listing software, reducing the number of applications required for R.O.D. daily operations (Critical Issue 1, Goals 1.1 and 1.3)(4th Quarter 2007).

Provide Comprehensive Customer Service

1. Implement fee-per-image portion of Remote Access project, allowing individuals and smaller companies to access printable document images online from their homes and offices (Critical Issue 1) (4th Quarter 2005).

Innovate and Seek Continuous Quality Improvement

1. Implement Optical Character Recognition (OCR) software to speed processing of recorded documents. Additionally, based on projected OCR efficiency gains and in accordance with enrolled ordinance 158-107, reassign document processing staff to meet customer service demands and reduce staff by 1.0 FTE upon the next available vacancy, unless following implementation and acceptance of the OCR software, an outside staffing analysis supports retention of that position (Critical Issue 1) (4th quarter 2005).
2. Working with DOA, Information Systems, and Treasurer's Office to implement new tax listing, billing and collection system software (Critical Issue 1) (1st quarter 2006).

Major Departmental Strategic Achievements from 7/01/04 to 6/30/05**Manage Resources With Fiscal Prudence**

1. Worked with Information systems to implement an interim temporary cashiering solution in the Register of Deed's office, as the operating system required by the R.O.D. cashiering software was de-supported by the vendor (Critical Issue 1, Goal 1.3) (2nd quarter 2005).

Provide Comprehensive Customer Service

1. Completed online imaging project to make document images available to customers via the internet (Critical Issue 1)(4th quarter 2004 –2nd quarter 2005).
2. Improved customer access to Real Estate documents in vault through consolidation and reorganization of storage units (Critical Issue 4, Goal 4.7)(4th Quarter 2004).

Current and Proposed Capital Projects

Proj. #	Project Name	Expected Completion Year	Total Project Cost	Est. % Complete End of 05	Estimated Operating Impact	A=Annual T=One-Time
200205	Tax Records Replacement (a)	2006	\$900,000	75%	\$22,000	A
200414	Countywide Cashiering (b)	2006	\$770,000	N/A	\$43,250	A
200622	Tract Index Replacement(c)	2008	\$310,000	N/A	\$35,000	A

Refer to Capital Project section of the budget book for additional detail.

- (a) Project is coordinated by Department of Administration, annual ongoing costs include software and licensing costs which are to be split evenly between the Register of Deed's Office (\$11,000) and Treasurer's Office (\$11,000) beginning in 2006.
- (b) Project is coordinated by Department of Administration, estimated operating impact to be determined in 2006 closer to project implementation date. Operating costs reflect annual countywide costs.
- (c) Project sponsored by Register of Deeds, study and RFP to be completed in 2007.

Administrative Services

Program Description

Administrative Services is responsible for coordinating and providing efficient administrative support to the department, including management of the office, working on business continuity, strategic planning, accounting and annual budget preparation. Fees are collected for the transfer of real estate based on the value of the property, with certain statutory exceptions. The County's portion of the fee (20%) is allocated to this program and the balance is sent to the State on a monthly basis.

	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Staffing (FTE)	4.60	3.60	3.60	3.60	0.00
Personnel Costs	\$258,102	\$259,010	\$260,818	\$284,950	\$25,940
Operating Expenses	\$69,714	\$32,855	\$33,534	\$33,634	\$779
Interdept. Charges	\$33,644	\$29,627	\$29,776	\$14,823	(\$14,804)
Fixed Assets	\$0	\$0	\$27,157	\$0	\$0
Total Expenditures	\$361,460	\$321,492	\$351,285	\$333,407	\$11,915
Charges for Services	\$1,924,869	\$1,399,982	\$1,582,500	\$1,607,800	\$207,818
Appr. Fund Balance	\$45,500	\$0	\$29,674	\$0	\$0
Total Revenues	\$1,970,369	\$1,399,982	\$1,612,174	\$1,607,800	\$207,818
Tax Levy (a)	(\$836,013)	(\$1,078,490)	(\$1,078,490)	(\$1,274,393)	(\$195,903)
Exp. (Over) Under Rev. & Levy	\$772,896	-	\$182,399	-	-

(a) Revenues in excess of expenditures are used to offset tax levy funding required for other county general fund operations.



Program Highlights

Personnel costs reflect cost to continue of 3.60 FTE allocated to this program area. Interdepartmental charges decrease \$14,804 reflecting the transfer of End User Operations and Technology Fund (EUOTF) charges associated with title company records access from the Register of Deeds budget to an EUOTF direct billing to title companies.

Revenues include a \$225,600 increase in Real Estate Transfer Fees. The transfer fee is collected on property sales at a rate of \$3 per \$1,000 of value. The County retains 20% of the collected amount estimated at \$1.6 million and forwards the remaining 80% or \$6.4 million to the State.

Cashiering

Program Description

Cashiering examines all legal documents to assure conformity to state statutes, advises the public of procedures for probate of an estate held in joint tenancy, and advises the public on laws and regulations concerning statutory requirements of the Register of Deeds Office. Cashiering collects and deposits the fees for recording and copies of recorded documents, uniform commercial code real estate-related recordings, Federal Tax Lien filings, marriage certificates, birth certificates, death certificates and real estate transfers. In addition, Cashiering staff prepare the recorded documents for imaging by Records Management and return to the customer.

	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Staffing (FTE)	6.01	7.01	7.01	7.01	0.00
Personnel Costs	\$251,776	\$307,676	\$307,342	\$321,152	\$13,476
Operating Expenses	\$1,379	\$22,035	\$22,014	\$20,468	(\$1,567)
Interdept. Charges	\$14,592	\$21,274	\$19,329	\$21,919	\$645
Total Expenditures:	\$267,747	\$350,985	\$348,685	\$363,539	\$12,554
Total Revenues:	\$0	\$0	\$0	\$0	\$0
Tax Levy	\$270,353	\$350,985	\$350,985	\$363,539	\$12,554

Exp. (Over) Under Rev. & Levy	\$2,606	-	\$2,300	-	-
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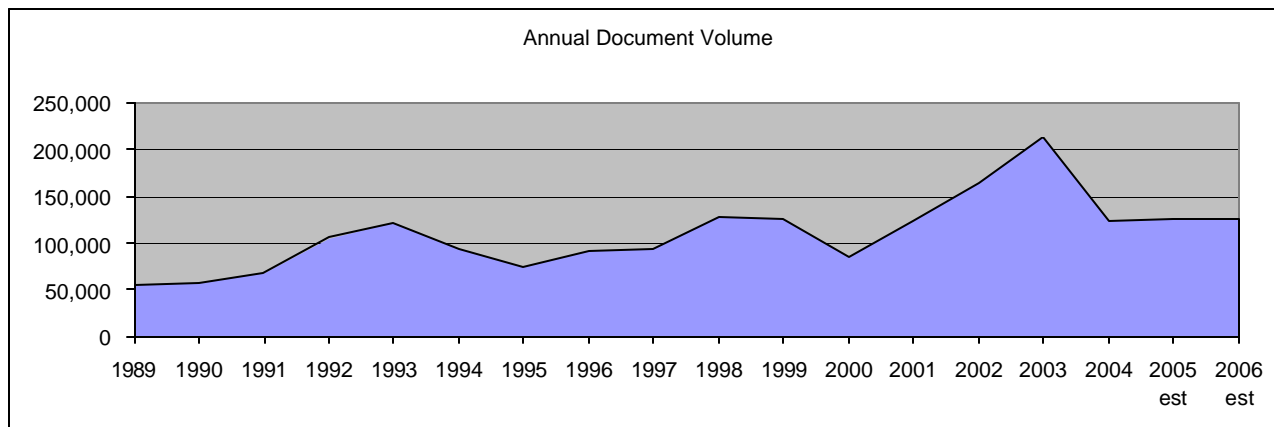
Program Highlights

Personnel costs increase of \$13,476 to \$321,152 for costs to continue 7.01 FTE. Operating expenses decrease \$1,567 due to a decrease in funds set aside for Cashiering system contingencies.



Activity

	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Number of Real Estate Documents Examined and Cashiered	123,446	125,000	125,000	125,000	0
Subdivision Plats, Certified Survey Maps, Condo Plats Examined and Cashiered	365	300	320	320	20
Revenues & Fees Collected (County & State combined)	\$11,971,256	\$8,100,000	\$10,500,000	\$10,500,000	\$2,400,000



Tax Listing

Program Description

Tax Listing creates and maintains the accuracy of lists and descriptions of all parcels of real estate in the county that are subject to tax and also those exempt from tax. Tax Listing provides lists, maps, and descriptions of such parcels to the public. In addition, Tax Listing is responsible for all coordination and transmission of tax listing file information in response to municipal requests.

	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Staffing (FTE)	4.00	4.00	4.00	4.00	0.00
Personnel Costs	\$209,233	\$204,736	\$205,678	\$215,674	\$10,938
Operating Expenses	\$2,262	\$9,964	\$9,964	\$20,964	\$11,000
Interdept. Charges	\$16,786	\$14,148	\$14,244	\$11,234	(\$2,914)
Total Expenditures:	\$228,281	\$228,848	\$229,886	\$247,872	\$19,024
Charges for Services	\$13,541	\$24,000	\$12,200	\$11,600	(\$12,400)
Total Revenues:	\$13,541	\$24,000	\$12,200	\$11,600	(\$12,400)
Tax Levy	\$190,350	\$204,848	\$204,848	\$236,272	\$31,424

Exp. (Over) Under Rev. & Levy	(\$24,390)	-	(\$12,838)	-	-
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Program Highlights

Personnel costs increase by \$10,938 reflecting cost to continue for existing 4.00 FTE. Operating expense increase of \$11,000 reflects R.O.D. share of new tax listing software license. A decrease in interdepartmental charges is the result of the reduction of administrative overhead charges for assessment roll processing. A decrease in charges for services reflects a reduction in anticipated assessment notice revenue.

Performance Measure Description

The Tax Listing program has established a standard that real estate documents recorded in the Register of Deeds Office affecting the tax listing be entered into the tax file by the second Friday of the month following the month in which the documents were recorded. When this is accomplished, the data can be digitized onto cadastral maps and used by the Land Information Systems program. The department's ultimate goal is to process all tax listing documents by the second Friday of the month following the month they are received. The department estimates to achieve this standard nine out of twelve months in 2006 due to the implementation of new tax listing software, which will require double entry for all tax records for a period of time.

Performance Measures	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
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Number of months in which documents affecting tax listing are processed by the second Friday of the following month.

9/12	9/12	9/12	9/12	0
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Activity	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
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Real Estate & Personal Property Accounts maintained by Tax Listing	93,596	93,000	94,000	95,000	2,000
Number of updates made to the tax file	48,010	50,000	50,000	55,000	5,000
Number of Wisconsin Real Estate Transfer Returns Processed	14,705	13,500	13,500	14,000	500

Vital Statistics

Program Description

Vital statistics is responsible for the accurate recording and filing of birth, marriage, and death certificates; and handling voter registration for the County. This program also examines all original birth, marriage, and death certificates before processing them to the state. The vital statistics program provides both phone and walk-in reception services for the entire office.

	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Staffing (FTE)	2.00	2.00	2.00	2.00	0.00
Personnel Costs	\$81,250	\$83,438	\$83,756	\$86,964	\$3,526
Operating Expenses	\$2,787	\$6,048	\$6,890	\$7,000	\$952
Interdept. Charges	\$19,926	\$16,508	\$16,508	\$17,223	\$715
Total Expenditures:	\$103,963	\$105,994	\$107,154	\$111,187	\$5,193
Charges for Services	\$169,353	\$155,000	\$165,000	\$170,000	\$15,000
Total Revenues:	\$169,353	\$155,000	\$165,000	\$170,000	\$15,000
Tax Levy (a)	(\$43,407)	(\$49,006)	(\$49,006)	(\$58,813)	(\$9,807)

Exp. (Over) Under Rev. & Levy	\$21,983	-	\$8,840	-	-
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(a) Revenues in excess of expenditures are used to offset tax levy funding required for other county general fund operations.



Program Highlights

Charges for services revenue increase is primarily generated from an increase in the number of birth and death certificate filed and copies requested.



Activity	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Number of Certificates Filed					
Birth	6,238	6,400	6,400	6,700	300
Death	3,183	3,300	3,300	3,700	400
Marriage	2,174	1,800	1,800	1,800	0
Number of Certified Copies Issued					
Birth	9,911	11,500	11,500	12,000	500
Death	28,123	30,000	30,500	30,500	500
Marriage	4,833	4,200	4,200	4,500	300

Real Estate

Program Description

Real estate is responsible for the indexing of all deeds, mortgages, plats, instruments and certified survey maps, writings and filing of certain other documents. Real estate is also responsible for preparing and delivering, upon receipt of the proper fee, certified copies of any record, file, map, or plat in the office.

	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Staffing (FTE)	11.61	11.61	11.61	11.61	0.00
Personnel Costs	\$412,371	\$468,736	\$460,148	\$485,278	\$16,542
Operating Expenses	\$9,668	\$33,570	\$33,570	\$35,570	\$2,000
Interdept. Charges	\$307,828	\$362,783	\$327,133	\$340,803	(\$21,980)
Fixed Asset	\$16,638	\$0	\$83,363	\$0	\$0
Total Expenditures:	\$746,505	\$865,089	\$904,214	\$861,651	(\$3,438)
Charges for Services	\$1,500,991	\$1,429,000	\$1,440,000	\$1,453,000	\$24,000
Appr. Fund Balance	\$100,000	\$0	\$83,363	\$0	\$0
Total Revenues:	\$1,600,991	\$1,429,000	\$1,523,363	\$1,453,000	\$24,000
Tax Levy	(\$489,865)	(\$563,911)	(\$563,911)	(\$591,349)	(\$27,438)

Exp. (Over) Under Rev. & Levy (a)	\$364,621	-	\$55,238	-	-
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(a) Revenues in excess of expenditures are used to offset tax levy funding required for other county general fund operations.



Program Highlights

Personnel costs reflect cost to continue increase for existing 11.61 FTE allocated to this program. Operating expenses increase by \$2,000 for software costs related to adding a manual swipe feature in the new Land Records Automated Indexing software. Interdepartmental charges decrease based on the estimate of document imaging and postage charges associated with processing a document volume of 125,000. Charges for service revenue increase \$24,000 due to an increase in the average number of pages per document recorded; while the number of documents recorded remains the same as estimated for 2005.

Performance Measure Description

Because time is of the essence when dealing with land and other transaction documents filed in the R.O.D. office, the Real Estate division strives to minimize the time between the submission of a document and its availability for public inspection. The Real Estate Program performance measure indicates the number of days when document recording time exceeds the ten-day benchmark. The performance measure also illustrates the number of days that the document mail-out interval exceeds thirty days.

Performance Measures	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Number of days when recorded document recording time exceeds 10 days	4	6	0	0	(6)
Number of days document mail-out interval exceeds thirty days	0	5	0	0	(5)



Activity

	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Number of Real Estate Documents entered into the Tract Index System, re-key verified, and returned to the customer by mail	123,446	125,000	125,000	125,000	0
Subdivision Plats, Certified Survey Maps, Condo Plats Indexed		365	300	320	20